Advantage Employee Self Service (ESS) 3.11 – On Demand Training

How to Navigate in Advantage in ESS 3.11

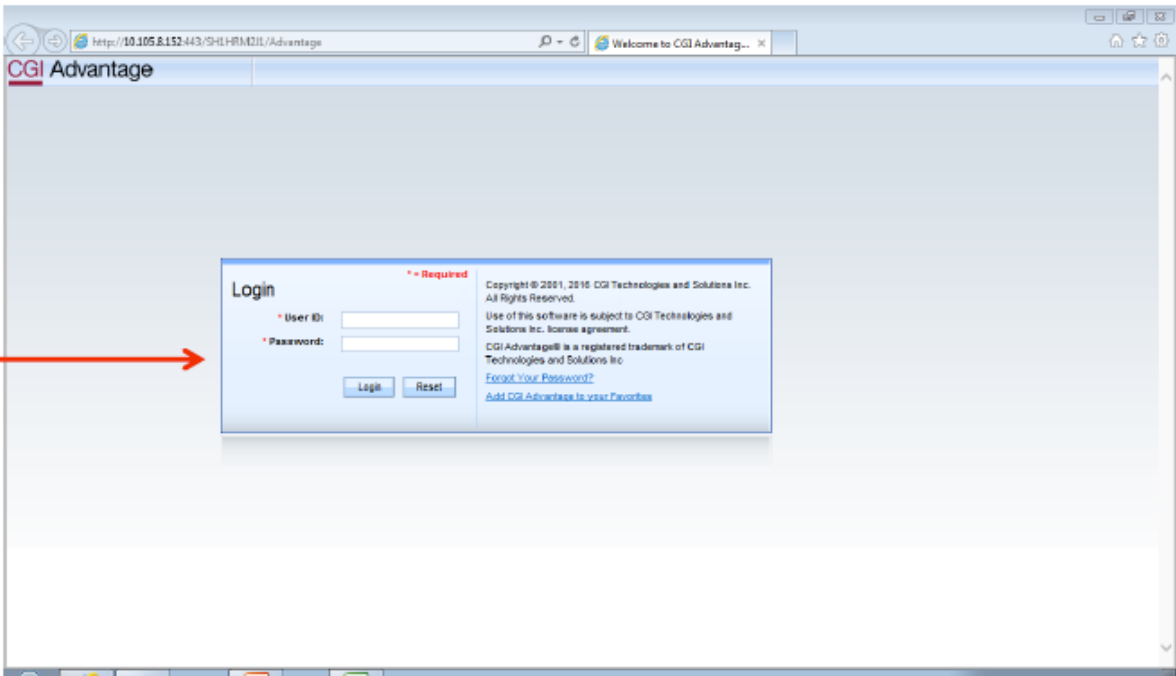Creation Date: 07/12/2018

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Goal & Objectives

Goal: After taking this class, users will know how to navigate in Advantage ESS 3.11

Objectives:
- How to log into Advantage ESS 3.11
- How to navigate in Advantage ESS 3.11
- How to sign out of Advantage ESS 3.11

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How to log into Advantage ESS 3.11

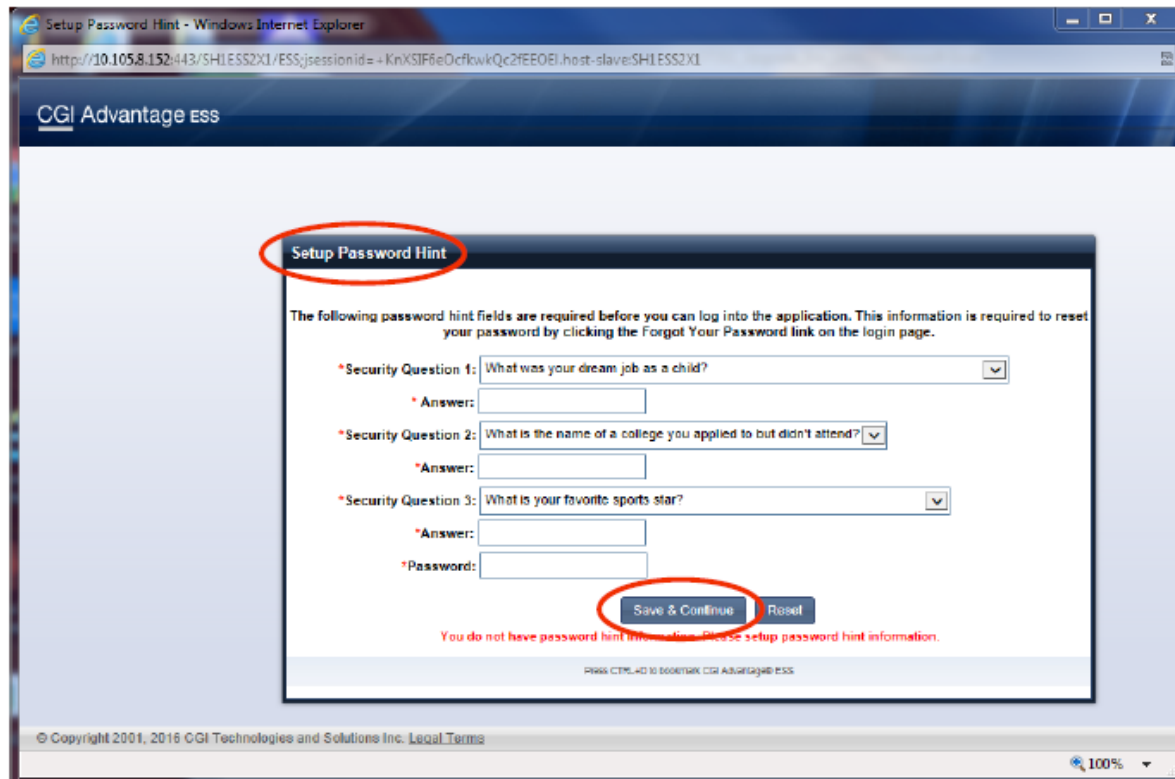**2. Enter your User ID and Password and select Login to begin your session.**

How to log into Advantage ESS 3.11

The first time you log in to ESS, you will be required to set up your **Password Hint**. After answering the security questions, select **Save & Continue**.

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How to navigate in Advantage ESS 3.11

After logging in, you will see the **Home** screen. Here, you can view your profile, update emergency contacts, update your address, process name changes, and manage your password.
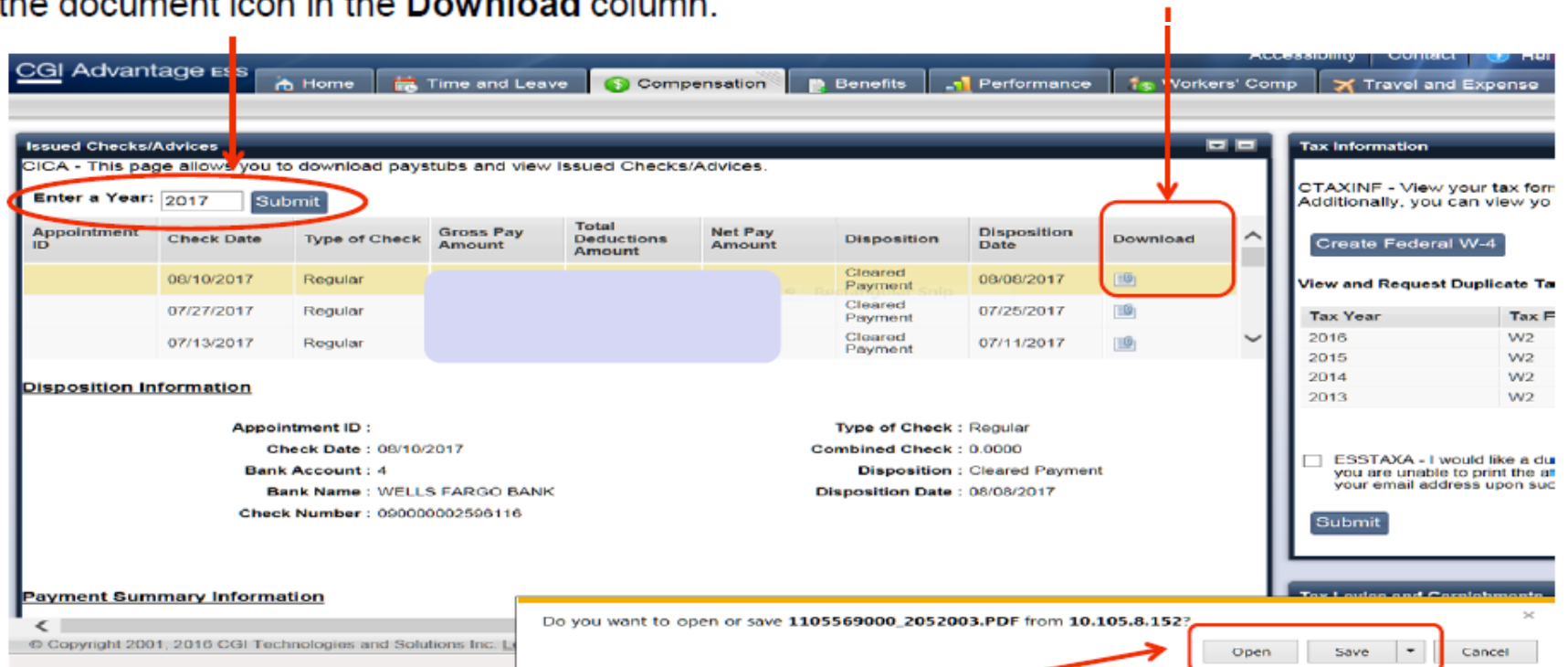
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This is the **Time and Leave** tab. To view your leave balances, first select **Time Information** and then **View Leave Balance**.

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The **Compensation** tab allows you to view and print pay statements. To begin, **Enter a Year** and select **Submit**. This will return a list of issued checks. To view or print a check, select the document icon in the **Download** column.


At the prompt, you will have the option to **Open** or **Save** the document file.

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The **Compensation** page is also where you can view and print W2's for previous years.

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Pay and Deduction Summary information can also be viewed in the **Compensation** tab.

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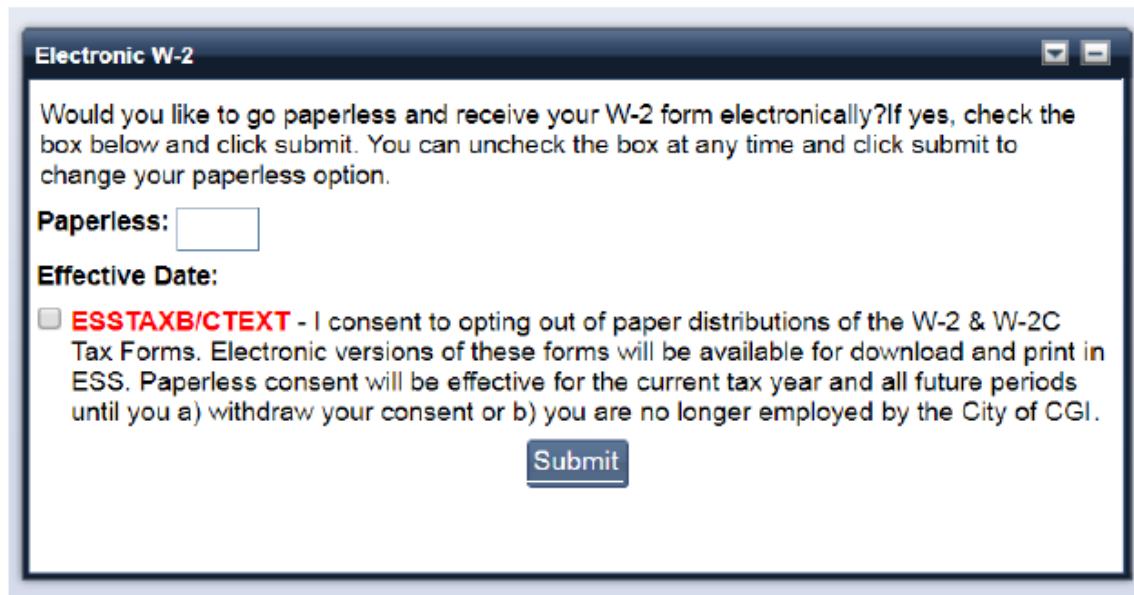
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There is an option on the **Compensation** tab which will allow employees to opt out of receiving a paper copy of their W2.
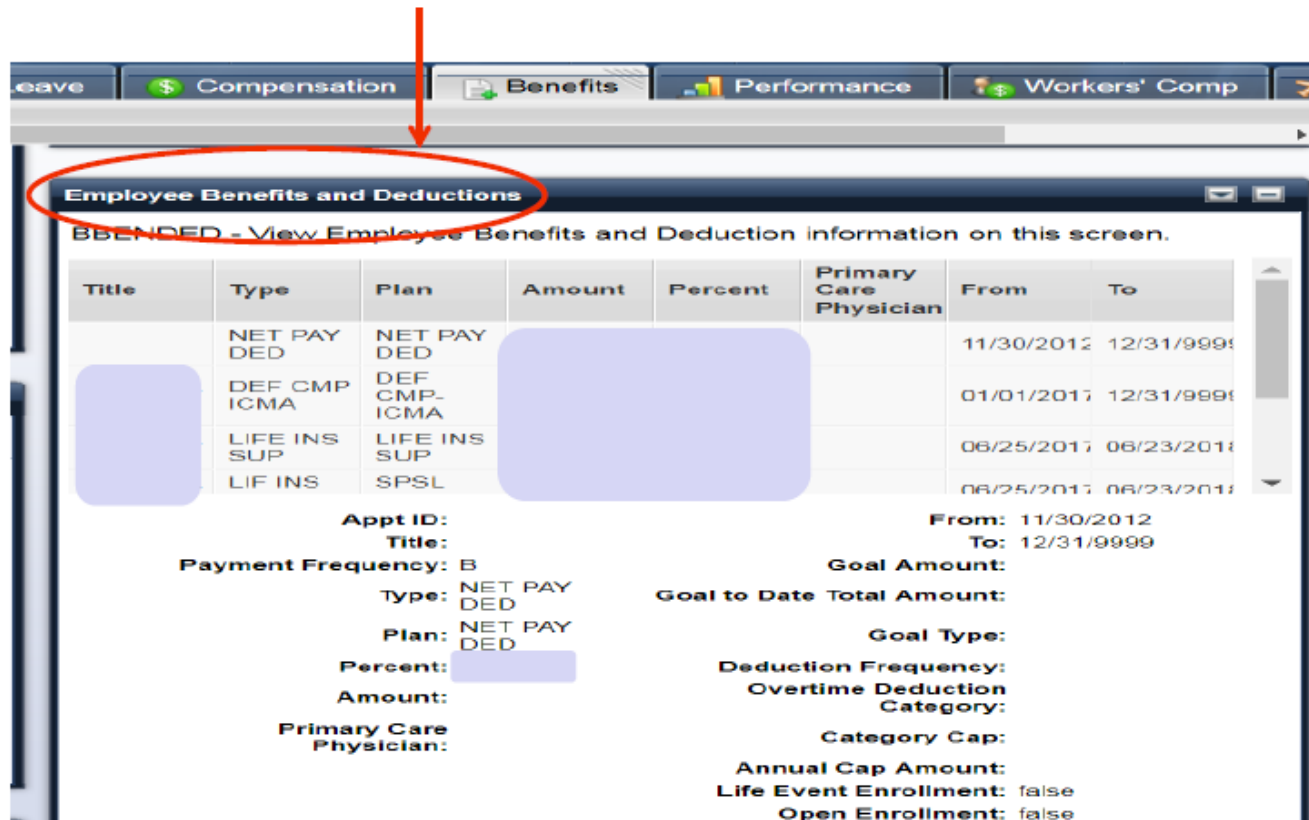
NOTE: *The option to OPT-OUT of receiving a paper copy W-2 may be modified to an option to OPT-IN to receiving a paper copy. This is a topic currently under discussion by the implementation team.*

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On the **Benefits** tab, you can view information about **Employee Benefits and Deductions**.

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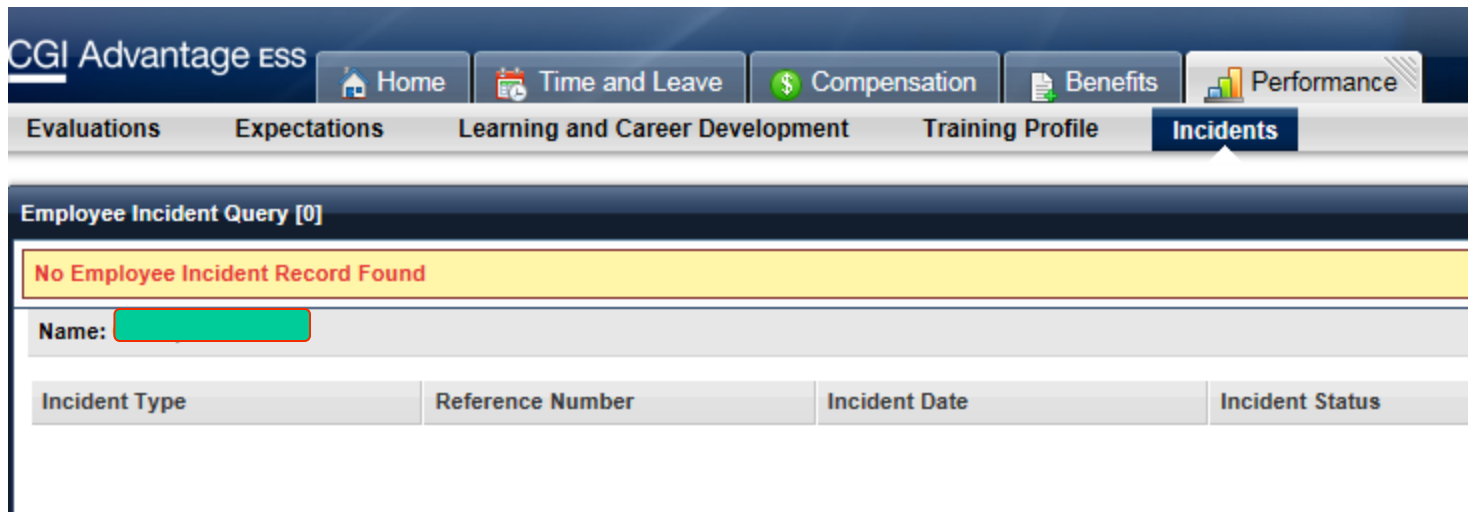
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When accessing the **Benefits** tab, **Benefits Enrollment Wizard,** an error message will be displayed since this wizard is not functional. Please contact the HR/Benefits Manager for further information regarding benefits enrollment.
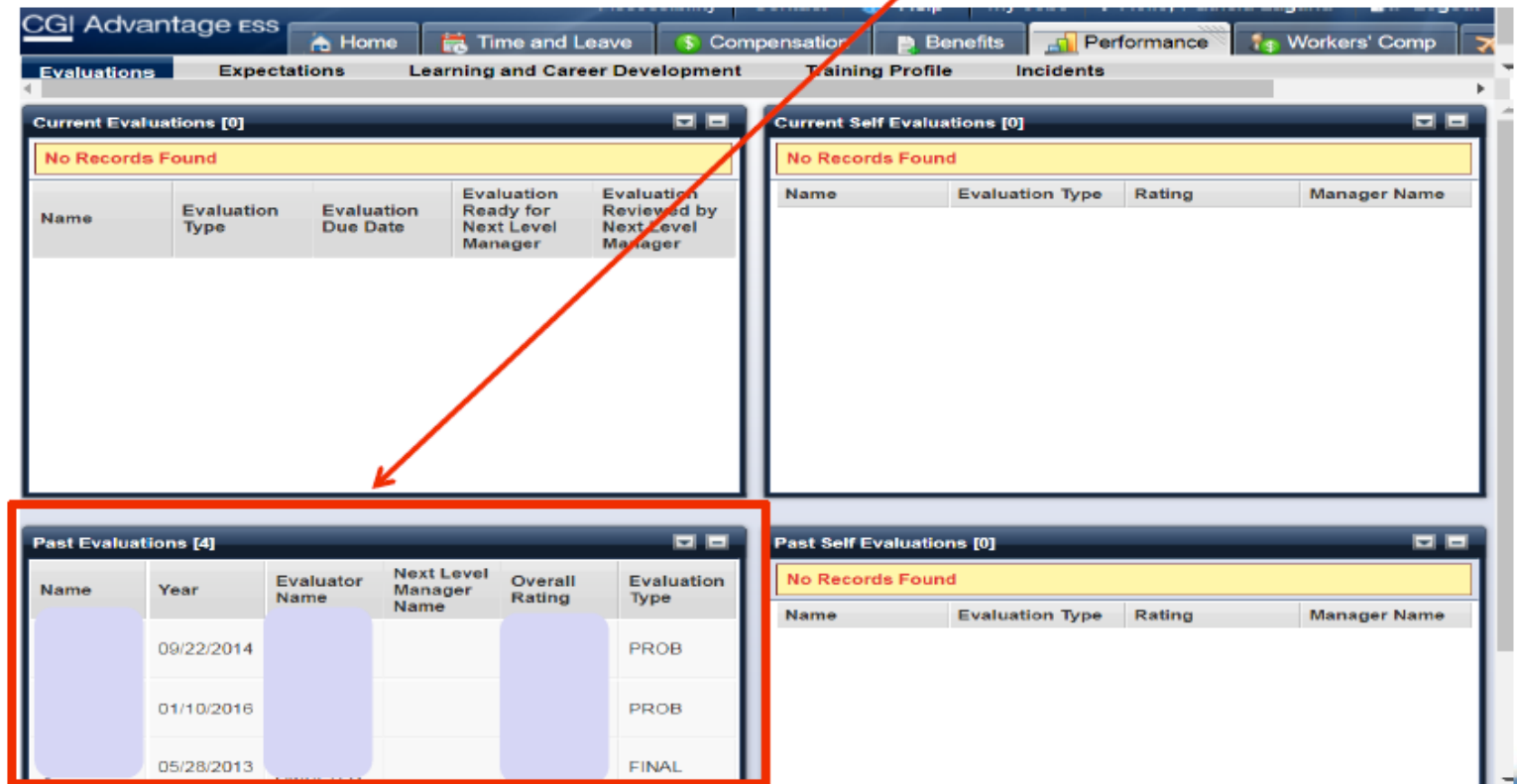
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The *Incidents* tab will be used to capture extended leave events.

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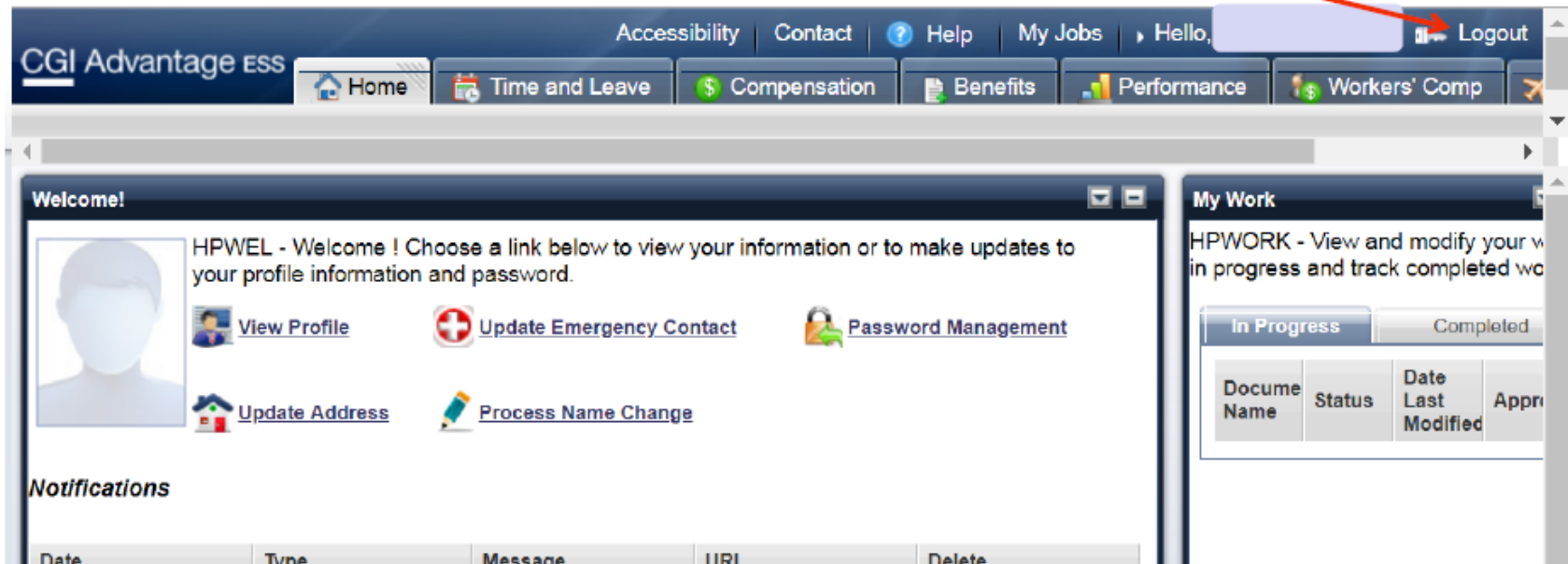The **Performance** tab is where you can see your **Past Evaluations**.

How to sign out of Advantage ESS 3.11

To sign out of ESS, use the **Logout** icon from any tab.

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How to sign out of Advantage ESS 3.11

After logging out, the **Logout successful** screen will display.
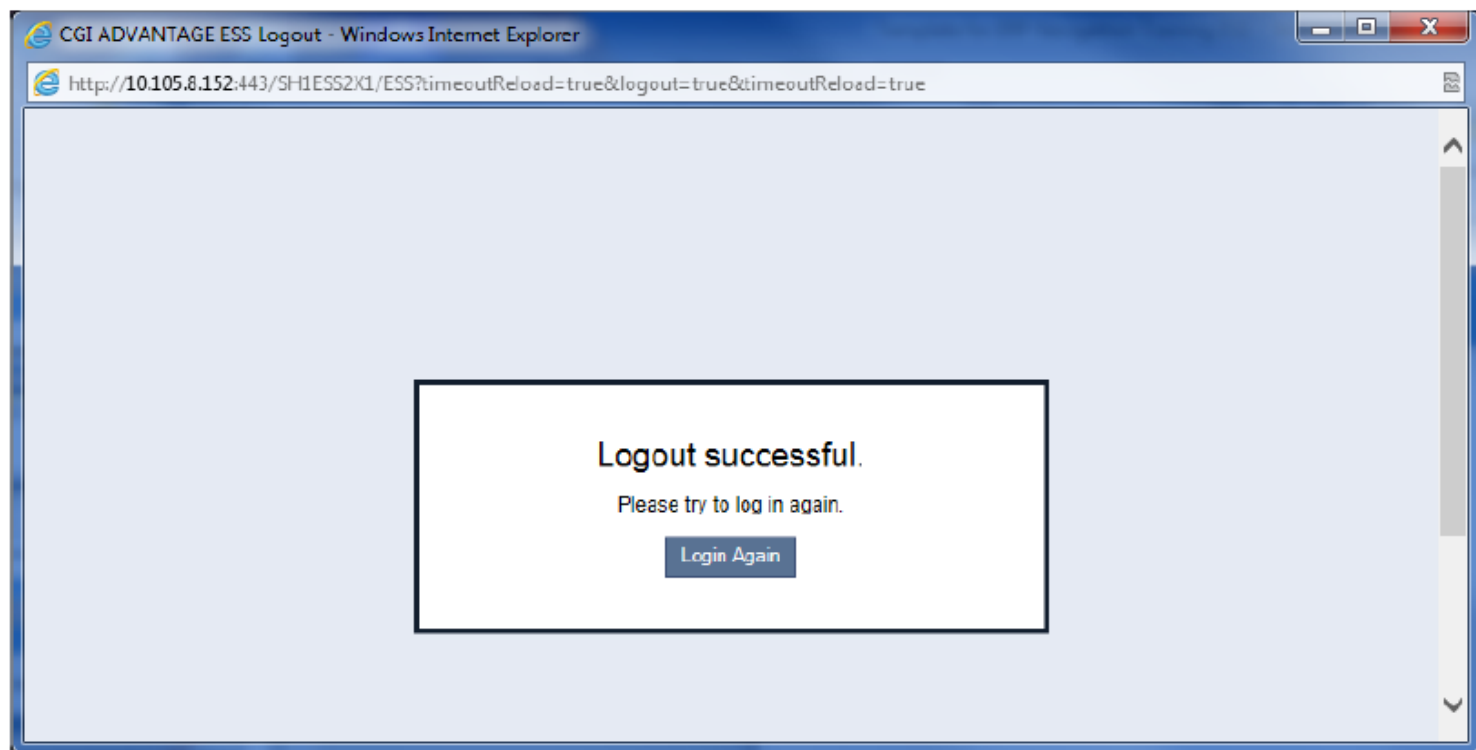
Thank You!

This concludes the navigational training for Advantage ESS 3.11

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